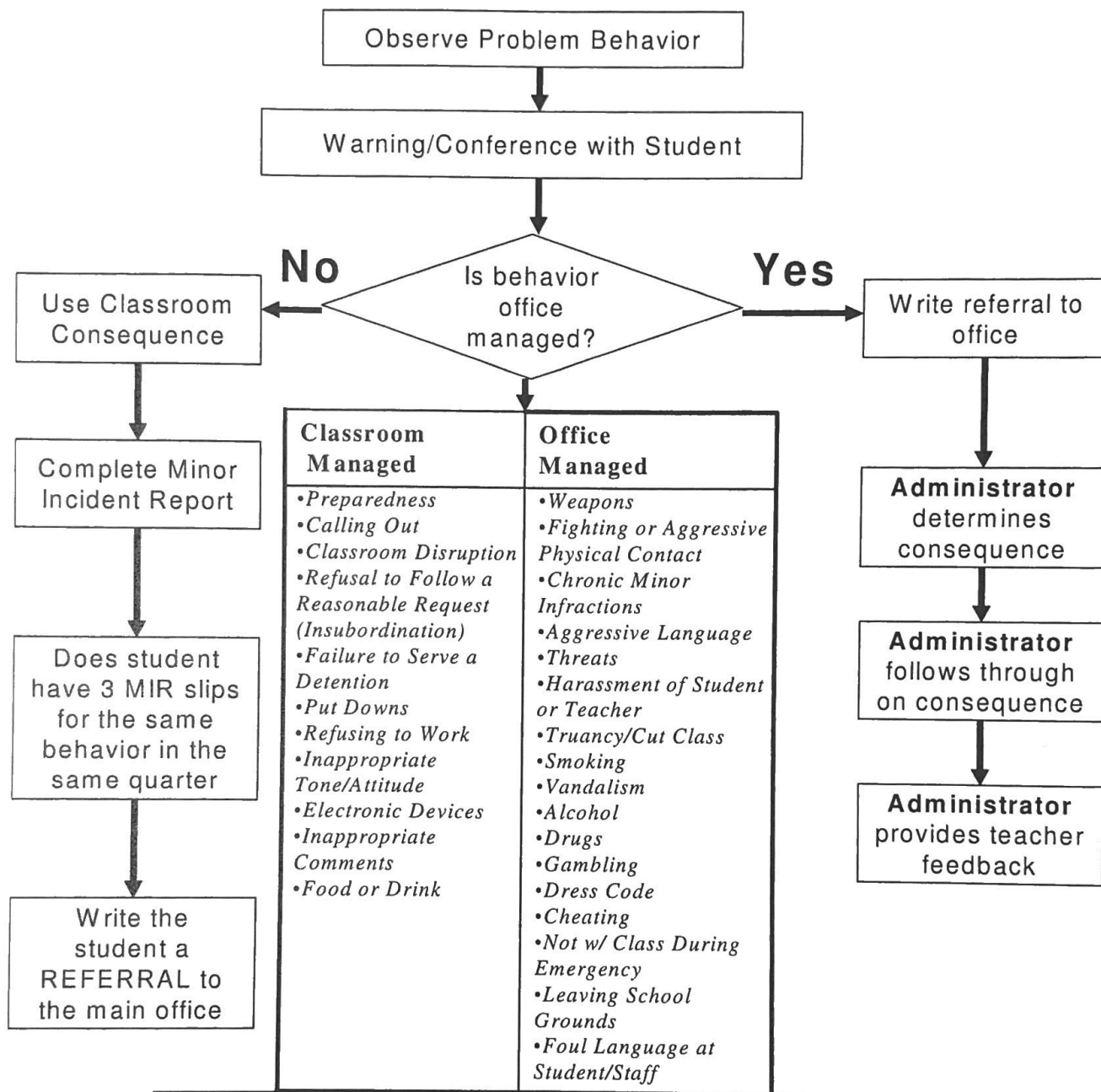


# Suncrest Elementary School

## Minor vs. Major Incidents Flow Chart



### SIDE BAR ON MINOR INCIDENT REPORTS

- Issue slip when student does not respond to pre-correction, re-direction, or verbal warning
- Once written, file a copy with administrator
- Take concrete action to correct behavior (i.e. assign detention, complete behavior reflection writing, seat change)

# Suncrest Elementary School Office Referral

Office referrals should only be made for **major disciplinary offenses**. Please refer to the Suncrest Disciplinary Policy for a list of those behaviors that result in an office referral.

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_

Date \_\_\_\_\_ Location of Offense \_\_\_\_\_ Time of Day \_\_\_\_\_

Summary of incident that requires this referral: \_\_\_\_\_

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Interventions attempted prior to this referral: \_\_\_\_\_

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